# Clean Swell Mobile Application Instructions

Cleanup volunteers are encouraged to work in small teams of two or more. Encourage at least one person per small cleanup group to download and install the mobile application. They will be responsible for data collection.

### For Coordinators

1. Create a Group Name that will uniquely identify your cleanup in the Ocean Conservancy database. The name should start with "**MA-CZM**" followed by your last name and the beach/site (for example, **MA-CZM-Smith-Nauset**). *(Please be sure to include your Group Name in the Cleanup Report you submit to CZM.)*
2. Prominently post the Clean Swell Poster (included with your supplies) at the cleanup. Clearly write the Group Name on the poster, and also provide the Group Name to volunteers with your cleanup instructions.
3. When giving cleanup instructions, also suggest that cleanup volunteers work in small teams of two or more, with one team member downloading the app and collecting data.

### For Volunteers

To get the app, search for "Clean Swell" in the Apple App Store or on Google Play. After installing the app:

1. Open the app and choose "Allow While Using App" so that your location can be accessed when recording data at your cleanup location. If the option to choose "Allow While Using App" does not pop up, please check the location settings for the Clean Swell app using details below for Apple and Android phones:

   **Apple Phones**
   a. Go to Settings => Privacy => Location Services
   b. Scroll down to Clean Swell. It should display "While Using."
   c. If not, tap on "Clean Swell" and check "While Using the App."

   **Android Phones**
   a. Go to Settings => Location => App Permissions or App Access to Location.
   b. Scroll down to Clean Swell. It should display "Allowed only while in use."
   c. If not, tap on "Clean Swell" and select "Allow only while using the app."

2. Create an account by entering your email and a password.
3. Once the account is created and you are logged in, select "Start Collecting" to begin recording data.
4. Fill in the requested cleanup information:
   a. Enter the number of people on your team.
   b. Under "Group," fill in the Group Name that begins with "MA-CZM" provided by your Cleanup Coordinator.
   c. Select the "Type of Cleanup" (either land, underwater, or watercraft).
5. Once the cleanup information is completed, click "Start My Collection."
6. Add each item collected by tapping once on the correct icon (you will see the number in upper right corner of the icon change with each click). You can remove items by scrolling down to the toggle switch. Toggle over to "Remove Item" and then tap the item you want removed. Switch back to "Add Item" to add more data.
7. When the cleanup is completed, click on "Done Collecting." Please review your cleanup information (especially be sure you have the correct Group Name). You can change any entry by clicking on it.
8. Review the data by clicking the "Items Collected" button. If you need to change any data, click "Edit Items or Collect More."
9. Once everything is correct, click "Submit My Data!" When submission is complete, you will see "Thank You" and a summary of your cleanup.

***PLEASE NOTE:*** *To ensure cleanup location is properly saved in the application, please enter all data at cleanup site. If this is not possible, you can "Record Past Cleanup" from the app home page. Be sure to select "Yes" in the "Did you Cleanup Occur Elsewhere?" on the first screen and enter the actual location details.*

For more details, see this 5-minute video on the using the app: Scan QR Code with camera to open link:



Also, the Clean Swell Poster, included with your supplies, can be posted at cleanups for general instructions and to provide the Group Name for the cleanup.